

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
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State of Wisconsin Department of Corrections

July 6, 2017

Chief Scott Nicholson
Thiensville Police Department
250 Elm Street
Thiensville, WI 53092

RE: 2017 Annual Inspection, Thiensville Municipal Lockup

Dear Chief Nicholson:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37(3). The 2017 annual inspection of the Village of Thiensville Municipal Lockup was conducted on June 20, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The two cells and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a monthly basis.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The Thiensville Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the health screening forms showed that appropriate information is being obtained from individuals placed into either a cell

or one of the interview rooms. Current Thiensville procedure stipulates that medications will be placed with the arrestee's property and that no medications will be administered during the booking process or prior to release or transport to the Ozaukee County Jail unless authorized by the shift commander.

Fire Safety 349.10

The facility was found to be in compliance with DOC 349.10(4) Fire Safety. The most recent fire inspection was completed by the Thiensville Fire Department on 6/15/17. Evacuation routes are posted, and your Department has policies on fire protection and evacuation should the need arise.

Records and Reporting 349.11

As noted above, appropriate information is being recorded by officers. Since the last annual inspection in 2016, there have been no notifications to my office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. A review of the detainee logs indicated that physical security checks are being completed approximately [REDACTED] minutes which is an excellent practice. Physical security checks are also being conducted and documented [REDACTED] minutes for individuals placed into an interview room.

Detention of Juveniles 349.21

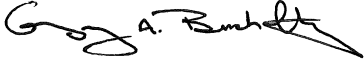
Your Department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. A review of records indicated that no juveniles were securely held in the lockup. Procedures are in place to ensure sight and sound separation between adults and juveniles.

Approval

The Thiensville Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank you for your assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Dianne Robertson, Village Administrator
Kristi Dietz, ODF Director
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